

DIRECT DEPOSIT IS AVAILABLE!

The Shasta County Office of Education is offering direct deposit, also known as Electronic Funds Transfer (EFT) of payroll checks.

Who can sign up for Direct Deposit?

- Any Shasta County Office of Education School employee who works 3.5 hours per day or more in a permanent position.

When can you sign up for Direct Deposit?

- You can sign up today! There is no waiting period.

How to sign up:

- Complete the authorization form (back page) and return it to the Shasta County Office of Education Payroll Department, along with the required documentation. This is required so that our Payroll Office can accurately input each employee's bank account information into the system.
- The first month of the direct deposit will always be a "TEST" month. A test payroll will be sent to your financial institution to verify the accuracy of your bank codes and bank account number. **You will receive a regular paycheck until we receive verification from your bank that the test (or trial) records being transmitted to them are correct.**
- When your direct deposit goes "LIVE", you will receive an electronic copy of your check stub via your SCOE e-mail account. Your password to access your check stub will be the last four (4) digits of your social security number.
- Direct Deposit can only be done for your regular salary paycheck. Supplemental payrolls or "demand/hand checks" are not currently eligible for direct deposit.
- Corrections to deposited amounts to employees' accounts must be processed on the next regular payroll run.
- Any misinformation or changes to your bank account (such as closing your account) could cause up to a 15-day delay in receiving your funds.
- **DO NOT WRITE ANY CHECKS AGAINST YOUR BANK ACCOUNT UNTIL YOU HAVE VERIFIED WITH YOUR BANK THAT THE FUNDS HAVE BEEN DEPOSITED INTO YOUR ACCOUNT ON PAYDAY. SHASTA COUNTY OFFICE OF EDUCATION WILL NOT REIMBURSE YOU FOR ANY SERVICE FEES INCURRED.**

Effective July 1, 2011, you can have up to three accounts for Direct Deposit.

If you have any questions, please call Shasta County Office of Education Payroll @ 225-0233 or 225-0269.

DIRECT DEPOSIT AUTHORIZATION

Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001
Payroll Department 225-0233 or 225-0269

Supplemental payroll and "demand/manual hand checks" are NOT eligible for direct deposit.

In most instances, authorization for EFT/Direct Deposit will be active after at least one full cycle. The first cycle will be a TEST payroll period. During this time you will receive your normal paycheck.

New or Add Account- Change Amount- Account Closure- Institutional Name or Account # Change-

NOTE: If canceling direct deposit, do not close account prior to notifying payroll dept. Any misinformation or changes to my account (account closures) can cause up to a 15 day delay to recover and reissue your direct deposit amount.

DIRECT DEPOSIT AUTHORIZATION

Please provide one (1) form for each account number/type

PLEASE CHECK ONE:

DEPOSIT NET CHECK (Seq. 9) **OR** DEPOSIT FLAT AMT OR PERCENTAGE of NET PAY: _____
(ENTER DOLLAR AMOUNT OR %)

PLEASE CHECK ONE:

SAVINGS: ACCOUNT NO: _____ ROUTING NO _____

Attach a deposit slip or any form of bank documentation indicating account number and routing number.

CHECKING: ACCOUNT NO: _____ ROUTING NO _____

Attach a voided check.

Employee Name (Last, First, M) _____ SSN# (last 4) _____

Employee Addr/City/ST/Zip _____

Financial Institution Name/Branch/Telephone _____

I authorize the Shasta County Office of Education to initiate accounting transactions to deposit my net pay directly into the account indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to the account. This authorization is to remain in force until the Shasta County Office of Education receives written notice from me to **cancel or change** this authorization.

Furthermore I understand:

1. **Any misinformation or changes to my account (i.e. account closure) can cause up to a 15 day delay to recover and reissue my net pay.**
2. **I must submit a new authorization form if I change my account (name, institution, branch, type of account, cancel, etc).**
3. **Direct Deposit status may be temporarily suspended if wages are garnished.**
4. **At SCOE's discretion, this authorization may not apply to final wages due upon termination of my employment.**
5. **I will receive an electronic copy of my check stub via my SCOE e-mail account.**

EMPLOYEE SIGNATURE

SIGNATURE DATE

EFFECTIVE DATE

DIRECT DEPOSIT CANCELLATION

I hereby cancel the above authorization for the Shasta County Office of Education to initiate direct deposits into my checking or savings account(s). Any cancellations received after the 10th will be processed the following payroll.

EMPLOYEE SIGNATURE

SIGNATURE DATE

EFFECTIVE DATE